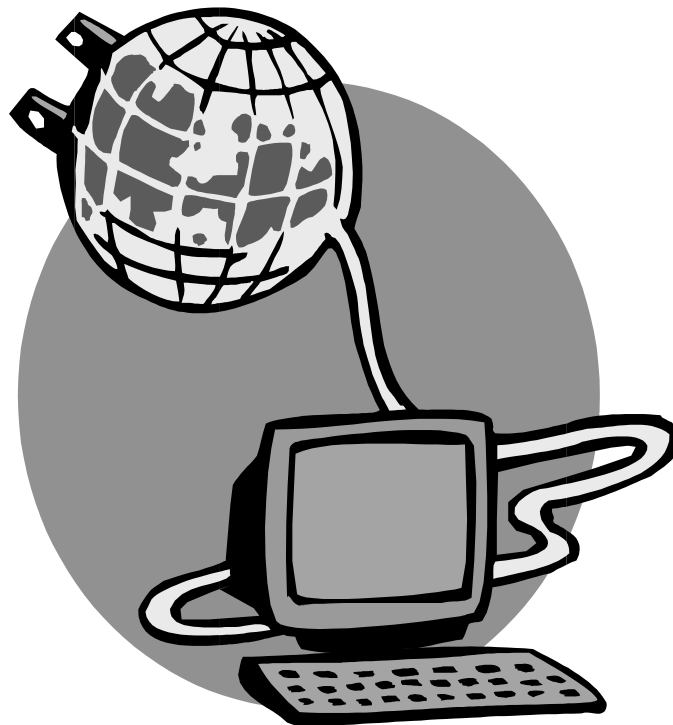# ONLINE RESOURCES

eCivis

Grants Locator System

eCivis

The San Bernardino County Board of Supervisors invested in eCivis to help local nonprofit groups find and secure funding for their essential programs. The eCivis Grants Locator System provides detailed and up-to-date information on more than $80 billion in grant opportunities from more than 4,000 Federal and State agencies as well as charitable foundations. The grant you are looking for is just a few clicks away with eCivis. Nonprofit organizations can now access the comprehensive grants search engine known as eCivis, completely free of charge, at any library in San Bernardino County.

The eCivis Grants Locator System is simple to operate. In the following pages you will find a tutorial for using eCivis. If you have any questions, please do not hesitate to contact an eCivis representative at (877) 232-4847, between 7:30 a.m. and 5:30 p.m. PT. For technical questions regarding using the system, please contact customerservice@ecivis.com or call toll-free (877) 232-4847, option 2.

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Chapter 1: eCivis' Grants Research

Overview of eCivis
Since June of 2000, eCivis, Inc. has been dedicated to helping local governments improve their grants success through expert grant research, information, training, and technology. With headquarters in Pasadena, California, the company is comprised of professional grants experts with years of experience working with local governments and grant funds. eCivis focuses on the needs of cities and counties by offering products and services specifically designed for grant-active communities. Today eCivis' extensive client base includes city and county governments, special districts, nonprofit organizations and academic institutions.

Research Process
Grants Locator consistently offers the most current and relevant grants information available on the Internet. This is a result of the more than 20,000 hours of research and analysis performed by the eCivis Research Department. Charged with delivering Grants Locator's high-quality content, the research team actively searches for new funding opportunities, finds updates to existing funding programs and offers original articles on funding issues of importance to cities and counties.

Every grant in Grants Locator passes through a rigorous, multistep process. Each day, research associates, also known as "sweepers," conduct systematic and comprehensive Web searches of hundreds of Web sites, publications and listservs. This meticulous tracking of funding sources often leads to sweepers finding grant programs before they are formally solicited. These "presolicitations" are entered into Grants Locator with an "Anticipated" release date, and are updated with complete program information once the official solicitation for funding has been released.

After sweepers identify a funding opportunity, the information is forwarded to a research analyst that specializes in that area of funding. Research analysts thoroughly investigate each funding opportunity to identify critical program information. In addition to thorough analysis of all solicitations, analysts contact program officers to verify information, obtain clarification of every detail, and retrieve any additional information that may be helpful to potential applicants. The resulting program summary is organized into a clear, standardized format that includes all available program resources, such as application materials, required forms, and any supplemental information from the program officer.

To ensure quality and consistency standards are maintained, every grant entered by our analysts is submitted to our Quality Assurance team. Each grant is reviewed for accuracy and clarity as our QA staff verifies the most critical and valuable information about each program. Only after our original analysis has passed a complete inspection is it made available to Grants Locator subscribers.

Chapter 2: Getting Started

Logon
To log in to Grants Locator, go to www.ecivis.com. Click on the Grants Locator button in the login section at the top right of the page. Your username and password are required to

access the system. To retrieve your username or password, use the "Forgot Your Password" link or contact client services at (877) 232-4847 x2.

Navigation
eCivis web products are designed to make navigation as easy as possible. Green navigational bars indicate that you are in Grants Locator; a blue navigation bar denotes the eCivis corporate site. Each page contains three global buttons: "Home" takes you to the home page at www.ecivis.com, "Contact" directs you to information on how to contact eCivis and "Logout" signs you off of Grants Locator.

Below the logo and global buttons is the primary navigation bar. In Grants Locator, this bar is dark teal green and contains five tabs: Main Page, My Grants, Search, Account, and Help. Clicking a tab highlights it and provides a light teal green bar with secondary navigation tabs. The highlighted section indicates your location.

The Main Page
In the upper-left corner of the main page you will find your Grant Inbox, which contains your Inbox Search Agent and a link to manage your search agents. The number next to the search agent name refers to the number of grants matching that agent that have been posted to Grants Locator since your last log-in. By clicking the "Manage Search Agents" button, you will be directed to the page where you can modify or utilize all of your search agents. Additional information about creating and using search agents is available in Chapter 6.

The Saved Grant Reminders section displays the names of up to three of your saved grants with links to their respective grant details pages. This area also displays the number of grants you have saved and provides a link to the page containing your complete list of saved grants. Saving grants is a key feature of Grants Locator and will be discussed in more detail in Chapter 6 of this guide.

The Main Page also includes information on upcoming Grants Professional Seminars provided by eCivis. For additional information on an individual seminar, click on its title.

The Grant Activity box displays two links to keep you up-to-date on the number of new grants and the number of grant updates that have been posted in Grants Locator during the previous two weeks. Clicking the appropriate link will take you directly to the New Grants page or the Updates page in the Search section.

The "Rapid Search" feature allows you to quickly and easily perform a keyword search directly from the Main Page. Detailed instructions for using Grants Locator's powerful search engine and built-in Search pages are provided in Chapter 4: Searching for Grants.

eCivis provides Grants Locator subscribers with original articles containing analysis of current funding trends, high profile funding opportunities, and other topics geared towards local governments and their community partners. Articles are written by our professional research team and industry partners to give eCivis customers the information they need to keep a competitive edge. To read the full text of any article, click the "View Full Article" link.

The first time you log into Grants Locator, you are asked to change your password and complete your account profile. During all subsequent sessions, you can manage your account by clicking on the "Account" tab in the main navigation bar.

Chapter 3: Managing your Account

User Account Information

If you haven't already changed your temporary Grants Locator password, please do so at your earliest opportunity. Passwords must be a minimum of one character, cannot contain spaces, and are case sensitive. Also, take a moment to input or update your personal account information. Should you ever need Client Services support, your direct contact information will enable our client services associates to quickly respond to your request. eCivis does not share your information with others.

My Grants Locator Preferences

Once you have accessed your account information, you can manage your email preferences to specify the type and frequency of email updates you receive. You may choose to receive emails on a weekly or daily basis, or not to receive them at all. We recommend you utilize the HTML version of our email notices, which provides direct links to each grant listed. Unchecking the HTML option will generate text-only versions of the emails sent to you.

There are three types of email alerts: The "New Grants and Updates" email, the "Saved Grants Update" email, and the "Search Engine Alert" email.

The "New Grants and Updates" email alerts you to new and updated grants within the system. You may select the type of grants that are emailed: Federal, foundation, and State (if it is included in your subscription). The default setting allows you to receive all grant types. The email includes the grant title and the introduction of the grant's summary, allowing you to quickly identify the programs that may be of interest to you.

The "Saved Grants" email is only sent when any of your saved grants have been updated or when a solicitation for a new fiscal year for your saved grant has been added to Grants Locator. If there are no updates to your saved grants, no email will be sent.

A "Search Agent Alert" email will be sent when a grant meeting your Search Agent criteria is added to the system.

You can control the number of search results that display on the search results page by setting your Search Preferences. By default, 15 grants will show on the results page after a system search. Search results can be set to display as few as five results per page, up to displaying all results on a single page.

Before saving any changes to your User Account Information or Grants Locator Preferences, be sure to review all of your contact information to make sure it is accurate and up to date. Then click on the checkbox next to the verification statement. Changes cannot be saved without this box being checked.

It is strongly recommended that you review the eCivis User Agreement for a complete understanding of your access and usage privileges as a Grants Locator subscriber. Once you have reviewed the information, please click on the check box.

From time to time, eCivis sends promotional materials regarding special services and offers available only to our subscribers. This includes information regarding Grants Seminars taking place in your region. If you prefer not to receive this information, simply check the box. Again, eCivis never sells our client list to other parties.

Once you have verified your contact information and your preferences have been set, click the "submit" button to save your settings. A screen will appear confirming that your account information has been updated.

Sub-Account Management
If you are a Master Account Holder, you will have access to the "Sub-Account Management" tab. This section allows you to manage the users in your organization and monitor their activity. By default, the report displays user activity from the start of your subscription to Grants Locator, but you may change the date range of the activity report by entering a new start and end date and clicking "Generate Report."

The Sub-Account Management page lists the names of all users in your jurisdiction. The first column offers a link to manage an individual user's account information. If you want to give a user master account holder status, for example, you may do so on this page. Sort the user list by clicking on the title of the column, such as First Name, Last Name, or User Name. The State column refers to the status of the user, indicating if they are new, active or inactive. Users will have one of two account types—Master account or Regular account. Regular accounts can access all features of Grants Locator except for the Sub-Account Management page, which is only available to Master Account Holders.

The report also includes the number of log-ins, grants viewed, and saved grants for each user. Clicking on any of the numbers will give you specific details for a user's activity, including the dates and times of log-ins, grants viewed, and specific grants saved. Master Account Holders have the option to export each report page to an Excel file.

The Search section of Grants Locator is your direct access to all grants that have been posted to Grants Locator. With access to over 4,000 funding programs, this section contains the Simple and Advanced Search pages, PFA Library, and listings of New Grants and Grant Updates, allowing you to quickly identify grants that meet your funding needs.

The New Grants page lists all of the new grants that have been posted to Grants Locator in the last two weeks, while the Grant Updates page lists all grants that have been updated in the past two weeks.

Chapter 4: Searching for Grants

PFA Library
eCivis has created a searchable library of Previously Funded Applications, or PFAs. Our

library of PFAs is a collection of successful applications that have been obtained by the Research Department using the Freedom of Information Act. In addition to offering actual examples of winning applications for specific funding opportunities, PFAs indicate the types of projects that have been supported by a particular program in the past. PFAs can be a valuable resource during the grants process, especially for less-experienced grant writers.

The PFA Library can be searched using both keywords and categories. Select the category you are interested in or enter a relevant keyword and click "submit." A list of all PFAs matching your search criteria will be generated, each of which includes a link to the actual PFA, a brief summary of the funded project, and a direct link to the grant listing associated with the application.

If you would like to request a PFA that is not in the system, contact your Client Services Associate. eCivis is happy to request PFAs from funding agencies. Please note, however, that the process used to obtain PFAs can be lengthy and regularly takes 6 to 9 months.

Simple Search
Clicking the "Search" tab on the primary navigation bar brings up the Simple Search page.

Begin by selecting one or more categories (See Using Categories for definitions). For example, to find grants relevant to creating nonmotorized trails, you may want to select both "Parks & Recreation" AND "Natural Resources."

After selecting categories, add a keyword to further narrow your search. In the case of some larger categories, such as "Education," keywords are very helpful (See Keyword Tips for more information).

You may select any combination or all of the grant types available to you to further refine your search. The default setting will search all available grant types.

To find grants due within a specified time period, pull down the list in the "Due Date" box. Since many Federal and State grants are funded annually, you may want to keep the default setting of "All Due Dates." This will include grants that are past due but may be resolicited again soon.

Advanced Search
The Advanced Search feature works like Simple Search but allows you to further refine your search and narrow the focus of the results. Advanced Search options include those available in the Simple Search, plus:

Agency: The default will search all agencies or select from a list of state or Federal agencies.

Eligibility: The default will search all eligible applicants, or narrow your search by selecting from a list of entities such as "local governments" or "academic institutions."

Relevance: eCivis assigns a relevance category to each grant according to the types of entities that are eligible to apply for - and typically receive funding through - the program. Grants listed in Grants Locator are given a discrete relevance number: 1, 2, 3 or 4. The grants of highest interest to local governments are assigned a relevance number of one or two. Grants with a relevance category of three are those of interest to entities that often partner with local governments, including CBOs, nonprofit organizations, and academic institutions. Grants in the relevance 4 category are largely of interest to small businesses, or are highly specialized programs of limited interest to most local governments and their partners. By default, all categories in the "Relevance" field are checked. If you would like more detailed information regarding the relevance number assigned to grants, click the help link next to "Relevance."

Matching Funds: The default selection includes all grants. Choose "Yes" to search for grants that require matching funds, or "No" to search only grants that do not require matching funds.

GL Grant Code: Enter the specific Grants Locator number (a two-letter, four-digit code, found in the upper right corner of the Grant Detail and in the Grant Notice email)

Search Methods
Whether you opt for a Simple Search or an Advanced Search, consider these three basic search methods:

1. Keyword Only Search
Directions: Do not select any checkboxes for the categories; this will allow Grants Locator to search all categories for your keyword matches. You must use at least one keyword when including all categories. For a specific program, use the first three words of the grant title as keywords.

Results: A list of all grants that contain your keyword(s) in the title, summary or keyword sections.

2. Category Only Search
Directions: Click on one or more funding categories. Do not enter a keyword.

Results: A list of all grant programs related to your category selection(s).

3. Category Plus Keyword Search
Directions: Click on one or more funding categories and add in at least one keyword to focus your search.

Results: A list of grant programs in your category selection containing your keyword(s) in the title, summary or keyword sections.

Varied Search Methods
Do not limit yourself to one type of search. Experiment with these three search types, as well as other Advanced Search options, until you find the combination that yields the best results.

Keyword Tips
When searching for a single word, the singular form of a word should always be used; Grants Locator will automatically add common endings and prefixes. You may also use the base form of a word plus (*) to pull up all other forms of the word. For example, a search for "revitaliz*" would bring up "revitalize," "revitalizes," "revitalized," "revitalizing" and "revitalization."

You may use more than one keyword. However, Grants Locator requires the Boolean Search Operators AND, OR or NOT between words when you are not searching for an exact phrase. The maximum number of keywords is three words plus two operators (a total of five words). Searching with just one keyword typically yields the most results.

When searching for a phrase (a group of words that occur together), the Grants Locator search engine will view multiple words (other than Boolean Operators) as a phrase whether you use quotation marks or not. Phrases must be limited to a total of no more than three words; i.e., "downtown revitalization project."

Keyword Examples	
skate park	finds grants containing the exact phrase 'skate park'
"skate park"	finds grants containing the exact phrase 'skate park'
skate and park	finds grants containing both 'skate' and 'park' as well as 'skating,' 'parks', 'parking', etc.
"skate" and "park"	finds grants containing both 'skate' and 'park' but no derivations of the words
skate or park	finds grants containing either 'skate' or 'park' including 'skates', 'parks', etc.
"park" not "parking"	finds grants containing 'park' but not 'parking' or 'parks'
wast*	finds grants containing 'wastewater', 'waste', 'wasting', etc.

Using Categories
All grants have been assigned to at least one category and many grants are cross-referenced within multiple categories. eCivis staff manually categorize each grant according to the descriptions offered below.

When selecting categories for your search, include your target category as well as any related categories, as overlap exists between certain categories.

Provided below is a brief description of each category.

Agriculture: Supporting traditional farming techniques; researching or encouraging new techniques and products; preserving farmland, pesticides and pest/disease control;

fertilizer; developing new markets or marketing for agricultural products (domestically and internationally); farmworker issues; aquaculture and supporting agriculture science at the post-secondary level.

Arts & Culture: Fine arts; arts in schools and museums; historic preservation; and foreign cultures.

Community Development: Infrastructure; land use; zoning development and enforcement; development buildings; adaptive reuses; redevelopment and revitalization; urban issues; growth management; job/housing imbalance; strategic planning; and community service/volunteer efforts.

Disaster Preparedness: Floodplain mapping (FEMA programs); seismology; and disaster recovery.

Domestic Preparedness/Homeland Security: Domestic security issues such as terrorism, bioterrorism, weapons of mass destruction, preparedness and water security.

Economic Development: Stimulating local economies; revitalization; incentives to local businesses; job creation and retention; analysis of trends; strategic planning; and job/housing imbalance.

Education: Formal education programs and institutions, including pre-kindergarten programs, primary and secondary schooling, post-secondary and graduate work, and academic institutions; gender issues; fellowships and assistance towards higher education; learning and physical disabilities; English and foreign language skills; teacher training; testing; research; and educational facilities and operations; studying abroad and foreign exchange programs; and adult education (general education diploma). Does not include public information, job retraining or education as a by-product of other categories.

Energy: Reducing peak and general energy use; energy efficiency; alternative energy sources (solar, biomass, etc.); renewable energy; and developing/expanding traditional energy sources.

Fire & EMS: New staffing and equipment; fire fighting techniques; community issues; fire safety; and paramedics.

Hazardous Waste/Remediation/Brownfields: Assessment; clean up; redevelopment of both hazardous waste contamination and hazardous waste storage; research in new remediation techniques; and household waste.

Health, Prevention/Treatment: Implementation of health promotion, risk reduction, disease prevention, treatment and rehabilitation; substance abuse; teenage pregnancy; training of health professionals; evaluation and enhancement of all aspects of health services.

Health, Research: Research into health-related issues including prevention, causes, risk reduction and treatment; does not include the implementation of health programs.

Housing: Emergency, transitional, and affordable (creation, retention, rental and ownership) housing; housing self-repair; adaptive reuse and redevelopment; and job/housing imbalance.

Human Services: Services to underserved segments of society, including but not limited to: the homeless, low-income, the disabled, the elderly, and broken families; rehabilitation; transitional services; and child and family development.

Information Technology/Telecommunications: Introducing new technology into traditional government practices (e.g., automating police records), education, and distance learning; addressing the "digital divide"; acquisition of new hardware; telecommunications in under-served areas; and development of new technologies.

Justice, Prevention/Correction/Rehabilitation: All aspects of justice including research, education and implementation; prevention, causes, risk reduction, correction, probation, rehabilitation and reducing recidivism; drug, alcohol, and other substance abuse and manufacturing; and construction and improvement of prisons, jails, courts, etc.

Justice, Victims: Focused on victims of crimes including spousal abuse, child abuse, and elder abuse, violent crimes, child abduction, etc.

Justice, Youth: All aspects of juvenile crime and juvenile delinquency throughout the justice system, including topics such as causes, education, prevention, risk reduction and gangs.

Libraries: Building, equipping, and upgrading all types of libraries.

Natural Resources: Protecting or restoring the natural environment (wetlands, watersheds, streams, coastal areas, etc.); protecting or assisting in the recovering of protected or endangered species; open space acquisition and development; motorized and non-motorized trails through open space; water and air pollution; climate issues and environmental issues associated with industry or mining.

Parks & Recreation: Urban and regional parks; recreation; athletics; trails; navigable waterways; boating; zoos; and aquariums.

Police: All law enforcement-related areas including new staffing, new equipment, and community policing.

Recycling & Reuse: Any and all facets, including water, motor oil, newspapers, etc.

Rural Issues: Farmworker housing; rural technology implementation; rural economic and community development; and rural conservation.

Senior Citizens: Addressing senior citizen needs and relying on senior citizens as community resources.

Solid Waste: All aspects of collection, conveyance and disposal of solid waste and unique aspects of household waste.

Training & Vocational Services: Retraining of adult workers; jobs for homeless and low-income individuals and training for the unemployed, the underemployed, and the disabled; and identifying skill shortages.

Transportation: Roads and highways; mass transit, railroad, and rail transit; navigable waters; and airports.

Wastewater: All aspects of collection, conveyance and disposal of wastewater.

Water Supply/Quality: Sources, collection, transmission, storage, treatment and distribution of water; quality of drinking water, aquifers, and watersheds; non-point source pollution and storm water runoff.

Chapter 5: Understanding the Grant Detail

Grant Detail
To view each section of the Grant Detail, simply click on the appropriate tab. The selected tab will be highlighted.

Summary
The Summary section describes the grant program in a few paragraphs. Any information obtained directly from the program officer by an eCivis research analyst will be bold and italicized.

Financial
The Financial section includes total funding amounts, minimum and maximum grant amounts, and matching fund requirements. Grants Locator includes matching fund requirement in terms of a percentage or a proportion of the total dollar amount, and will differentiate between cash and in-kind requirements. As an example of the percentage formula: A $75,000 grant requiring a $25,000 match would be stated as a required match of 25%.

Eligibility/Application
This section describes eligible applicants and gives detailed instructions for submitting grant applications, as well as information about any available workshops, conferences, or conference calls related to the program.

Contact/Files
The Contact section gives you the name and contact information for the grant's program officer to contact for further questions, as well as mailing addresses, email addresses, and web addresses for all required application submissions

The Files section includes all related documents for the program. Any informational or application materials are attached here. All grants in Grants Locator include a Notice of Funding Availability (NOFA). Many grants include additional files to help you better understand the program and its application process.

Viewing/Downloading Files
To view a file in your browser, click on the hyperlinked filename to open it in your browser window. Using Netscape Navigator, you may be prompted to open the file or save it.

To download and save a file in either Internet Explorer or Netscape Navigator, click your right mouse button when the cursor is above the hyperlinked filename (the file is not opened) and choose "Save Target As..." Then, choose the file folder on your PC into which you would like to save the file. It's a good idea to create a folder for eCivis grants on your PC to keep all of your downloads in one place.

Updates
Grant listings may have an Updates tab. Click on this tab to see a summary of information that has been added or changed since the grant was originally added to Grants Locator.

PFA
Grant listings may also have a PFA tab. This tab takes you to a page providing a summary of an available application and a downloadable, previously funded application (PFA) for that program.

Emailing and Printing the Grant Summary
To facilitate sharing grant opportunities within your organization, eCivis has taken advantage of features already available in your Internet browser to email or print grants.

To print or email a grant, you will need to open the Print or Email Version page by clicking on the link to the right of the grant title. A new window will open with a printer-friendly summary of all information included under each tabbed section of the grant.

Print this page as you would any other page viewed in your browser — by selecting the File>Print option from your browser's menu.

To email the detail page, choose the File command from your browser and select "Send Page by Email." Your email program will launch and the grant will appear either in the body of the email or as an attachment. Type in your recipient's address, a subject and a message, and click "Send."

If emailing from your browser is unavailable, copy the complete Grant Detail and paste directly into the body of an open email.

Chapter 6: My Grants

Saving Grants
You can track grants by marking them as saved and adding them to your Saved Grants list. This is a convenient way to quickly access grants you are developing an application for or considering for the future. There is no limit to the number of grants you can save in Grants Locator. Grants can be saved from the Search Results page by clicking the "Save" icon next to the appropriate program or from within the Grant Detail by clicking the "Save Grant" button.

Creating a Profile for a Saved Grant
When you save a grant, you will be directed to a profile page. Set the priority of the saved grant using the drop-down menu. You should also track the status of a grant by choosing from "Not Applied," "Applied" or "Will Apply." Enter any notes you wish to save with the grant in the text field provided. The Grant Profile page and the Saved Grants page also allow you to select grants that may be listed on your Main Page. Up to three of your saved grants can be displayed on the Main Page. To save the profile and complete the saved grants process, click the "Save Grant" button.

Once you have created the profile and saved the grant, you will be redirected to the My Saved Grants page. You can access this page directly by clicking on the "My Grants" tab in the main navigation bar and then clicking on the "My Saved Grants" tab. From the My Saved Grants page, you can manage all of your saved grants, edit the saved grant profile, delete a saved grant, or choose which three to display on the main page. The actual funding amount for each funding opportunity will also be displayed.

To delete a saved grant, check the box located above the Grant Identification Code and click "Delete Checked Boxes." This will remove the saved grant from your list and cease any notifications of updates or new solicitations.

Saved Grant Email Alerts
Saving a grant will allow you to take advantage of the Saved Grants email alert, generated each time one of your saved grants is updated by our Research Department. Your email preferences must be set to accept emails in order to receive updates regarding saved grants (see Chapter 3). You can visit the grant detail of a saved grant by navigating to the My Saved Grants page and clicking on the grant title in your list.

Saving/Creating Search Agents
If you find yourself frequently using the same search criteria on the Advanced Search page, you may want to consider saving and creating a Search Agent. A Search Agent will save any combination of the search criteria available on the Advanced Search page. Search Agents will save you from having to repeatedly enter the same search criteria. Once you have selected all the search criteria you wish to save, check the box titled "Save/Create Search Agent" and enter the search agent's name. Clicking the "submit" button will execute the search as well as save the new search agent.

Managing Search Agents
Up to ten Search Agents can be created and managed in the My Search Agents page

located in the My Grants section of Grants Locator. Here, you can select the search agent that will appear, and provide results, in your "Grants Inbox" on the Main Page. To modify a search agent, select the "Edit" icon; to conduct a search using a search agent, select the "Search" icon. If you no longer use a search agent, you can delete it by selecting "Delete."

Search Agent Email Alert
You can take advantage of the Search Agent Email alerts that are generated whenever a new grant meeting one of your selected search agents search criteria is posted. You may receive email alerts for up to three of your Search Agents—select the Search Agent by checking the "Alert Emails" box next to the appropriate search agent. Each selected search agent will send you emails detailing grants specific to its individual search parameters. Be sure to have your account preferences set properly to receive these emails (see Chapter 3).

The Help tab is a valuable resource for using Grants Locator. There are seven sections in the Help tab: GL Training, User Guide, Frequently Asked Questions, Custom Search, Learning, Seminars, and Contact Us.

Chapter 7: Using the Help Section

GL Training
The GL Training tab contains information on trainings for Grants Locator. Automated, Web-based, and on-site trainings are available to teach users how to get the most out of Grants Locator.

The automated training provides detailed information on the features of Grants Locator and may be used at any time.

Live, Web-based trainings are available once a month and cover all information provided in the automated training, but with the added benefit of having a live facilitator available to answer questions. Space is limited, so if you would like to attend a Web-based training, reserve a space for the earliest opportunity by contacting the Client Services Department.

On-site Grants Locator training is available for a nominal fee. A client services associate will come to your site to conduct trainings for your jurisdiction. Training participants will learn all the features of Grants Locator and be provided with guidance for conducting successful searches customized to each participant's funding needs.

User Guide
The User Guide, available to you in a PDF and HTML version, offers comprehensive information on using Grants Locator. The Guide may also be downloaded and printed for future reference.

FAQs
Common questions from new users have been compiled and answered in the FAQ

section. Scroll through the list of Frequently Asked Questions to see if your question is listed. If not, contact your client services associate.

Custom Search
In addition to Grants Locator, eCivis offers Custom Grants Research. If you have a specific project that requires funding, our Research Department can conduct an exhaustive search to identify appropriate funding opportunities. Research analysts will develop and deliver an in-depth report of programs that best meet your specific funding needs. If you are interested in Custom Grants Research, contact your client services associate.

Learning
eCivis offers sixty-minute Web-based courses designed to increase the grant skills of local government professionals. Currently, the following courses are offered: Introduction to Grant Writing, Primer on Federal Grants, Strategies for Matching Funds, and Project Planning & Development. Detailed information on the courses, including dates and times, is listed in this section. If you are interested in our online course series, contact your client services associate.

Seminars
The "Seminars" section shows a listing of all the seminars eCivis offers for the year. Grants Professional Training takes place over four months in cities throughout the country. eCivis has developed superior grant seminars specifically for local government professionals. These seminars cover a wide range of grant-related topics to help local government professionals win awards.

For a more customized or centralized training in your municipality, contact your client services associate.

Contact Us
If support is ever needed, the eCivis Client Services staff is ready to help you. The Client Services team is dedicated to working with you to find funding for your projects. Contact Client Services via email at support@ecivis.com or via phone by calling toll-free 877.232.4847 x2 between the hours of 7:30 a.m. and 5:00 p.m. Pacific Time. A response to all inquiries can be expected the same day the inquiry was received but no later than the following business day.